

# Job Search

Looking for a job can be a challenge. Not all jobs are advertised; many are found through direct contact with employers or personal networks.

Read more on:

- **where to look for work**
- **how to approach potential employers**
- **and how to 'network'.**

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## Advertised Opportunities

### Employment websites

- [www.rmit.edu.au/careers/careerhub](http://www.rmit.edu.au/careers/careerhub)
- [www.seek.com.au](http://www.seek.com.au)
- [www.jobsearch.gov.au](http://www.jobsearch.gov.au)
- [www.careerone.com.au](http://www.careerone.com.au)
- [www.linkedin.com/studentjobs](http://www.linkedin.com/studentjobs)
- [www.ethicaljobs.com.au](http://www.ethicaljobs.com.au)
- [www.apsjobs.gov.au](http://www.apsjobs.gov.au)

Search online for specialised industries and subscribe to any available email job alerts from the companies you are interested in.

## Directories of graduate employers

These are published annually and list graduate and vacation/internship opportunities and application details. They are available to read in the Job Shop or online. Recruitment for these jobs can take place up to a year in advance.

- [www.graduateopportunities.com.au](http://www.graduateopportunities.com.au)
- [www.unigrad.com.au](http://www.unigrad.com.au)
- [www.gradrecruit.com.au](http://www.gradrecruit.com.au)
- Individual company websites often list vacancies and graduate programs.
- Newspapers – especially The Saturday Age and The Weekend Australian.
- Trade and professional journals may list opportunities.
- Professional industry association websites.

## Non-advertised Opportunities

Make a list of employers you would like to contact. Use:

- Company profiles on Facebook, Twitter and LinkedIn.
- Business and other targeted sections of newspapers like The Age and The Australian Financial Review.
- Ask your library for specialist magazines, trade journals and directories in your area of interest
- Organisations listed in index of the Yellow Pages [www.yellowpages.com.au](http://www.yellowpages.com.au)
- The RMIT Library includes a wide range of business databases that current students can access. The 'Business Who's Who' is a searchable database of Australian companies.

- Annual Reports for public companies are available from libraries, the Stock Exchange, or the company website. They contain useful information about the companies' activities, goals and structures.
- Industry and Professional Associations, trade unions and employer organisations. Check newsletters and membership lists. The Directory of Australian Associations is available at most libraries.
- LinkedIn alumni search tool [www.linkedin.com/alumni](http://www.linkedin.com/alumni) lets you search for previous RMIT students.

## Networking

Speak to friends, relatives and other contacts about your search for work. Attend industry networking events, employer expos, work placements and work as a volunteer.

To find professional work, you need to expand your network of contacts. Not everyone can give you a job, but they could provide you with names, advice or insight into an industry or profession. Here are some ideas for networking:

- Join your relevant Professional Association and attend events to make the most of your membership. Find your relevant professional association on our webpage 'Joining a Professional Association.'
- Talk to your lecturers and tutors and keep in touch after you graduate. They often have good industry contacts.
- Keep in touch with people you meet via your placement/internship/cooperative education.
- For more information on how to network see Quick Tips for Networking.

## The Next Step

Once you know about your industry or chosen organisation, you are ready to contact the employer.

- Initial contact may be by phone, email or a letter accompanying your resume. Demonstrate real knowledge of the organisation and explain your interest in being employed there.
- A letter should focus on what you have to offer, not lots of facts about the company.

- See Quick Tips for Contacting Employers for some ideas on making a good impression.

## Resources

- RMIT Jobs and Career Advice website has a range of resources
- Careers Expos, events and programs – check the latest programs and events on our website.
- Jobs database for RMIT students and graduates [www.careerhub.rmit.edu.au](http://www.careerhub.rmit.edu.au)
- Career resource books containing profiles of people working in a wide range of occupations, details of how to find work in those fields and relevant contacts.
- Videos and DVDs such as 'Job Search in the 21st Century'.
- Career folders housing a wide range of hard copy material.
- RMIT Alumni association.
- RMIT jobs on campus [www.rmit.edu.au/careers/jobsoncampus](http://www.rmit.edu.au/careers/jobsoncampus)

## Application and interview process

Many opportunities are lost through poorly researched and presented job applications, as well as poor interview skills. You need to develop skills in all these areas to give yourself the best chance of finding and gaining the job you want.

- Complete the online tutorial in Application Express and submit your application for checking: [www.rmit.edu.au/careers/applicationexpress](http://www.rmit.edu.au/careers/applicationexpress)
- Attend Careers Events and Workshops to improve your employability skills
- Use your initiative—don't sit and wait for the job of your dreams to be advertised, as many vacancies are never advertised.

## When Should You Start?

Don't wait until the end of your course to start your job search; many graduate positions are advertised and filled well in advance of the job's actual starting date.

## Further information

Visit the Job Shop for career related workshops and events and one on one advice.

Read the Jobs and Career advice web pages [www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice](http://www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice)

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